

Application
Narrative
Cash Transmittals
Pre-Application
Pre_App Narrative
Pre-App Cash Transmittal
Development Standards

Conditional Use Permit

Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately and may result in additional fees. A Development Application that is received by the City is not complete until it is verified that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements for Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 9 of this application.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

Digital Submittal:

For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

Key Code: _____

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Conditional Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>650.00 x 2</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
Prior to application submittal, please research original zoning case history to find the original adopted		

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.scottsdaleaz.gov

17-UP-2012#4 & 61-UP-1997#5
04/04/2019

Conditional Use Permit Application Checklist

		ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
		5. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner(form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Appeal of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – ① copy • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – ② copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. Addressing Requirements (forms provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Public Participation Process Requirements (see Attachment A)
		14. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> • Affidavit of Posting for Project Under Consideration • Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing) • Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper – (form provided) Provide ① color original set and 1 - 8-1/2" x 11"
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archeological Research - ① copy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		19. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Application Narrative 2 AD 8 ½" x 11" – 10 copies <ul style="list-style-type: none"> a. The application narrative shall include: <ul style="list-style-type: none"> A one paragraph explanation of the request. This shall be no greater than a half page. Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response. Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response. <input checked="" type="checkbox"/> Bar <input checked="" type="checkbox"/> Live Entertainment <input type="checkbox"/> Other b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Security, Maintenance & Operations Plan (For Bars and Live Entertainment) (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Live entertainment (other than DJ) Medical marijuana Use / Caregiver Cultivation The Security, Maintenance & Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Public Safety Plan (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Establishments that require age verification for admittance, such as a Bar Teen dance centers Adult uses Establishments that have a Disc Jockey (DJ) The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" - 2 1 color copies, <u>folded</u> • 11" x 17" - (1) color copy, <u>folded</u> • 8 1/2" x 11" - (1) color copy (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p><input type="checkbox"/> 750 foot radius from site</p> <p><input type="checkbox"/> 1/4 mile radius from site</p> <p><input type="checkbox"/> Other: _____</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Site Plan 24 EB w/ parking calculations <ul style="list-style-type: none"> • 24" x 36" - 2 copies, <u>folded</u> • 11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 1/2" x 11" - (1) copies (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Open Space Plan (Site Plan Worksheet) (sample provided) <ul style="list-style-type: none"> • 24" x 36" - (2) copies, <u>folded</u> • 11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 1/2" x 11" - (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" - (2) copies, <u>folded</u> • 11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) 24" x 36" - (1) copy, <u>folded</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" - (2) copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 1/2" x 11" - (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Hardscape Plan <ul style="list-style-type: none"> • 24" x 36" - (2) copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" - (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 1/2" x 11" - (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF Format)

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31. Parking Plan	<ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	32. Parking Master Plan	<p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <p style="text-align: center;">8-1/2" x 11" - ② copies</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. Pedestrian and Vehicular Circulation	<ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34. Elevations	<ul style="list-style-type: none"> 24" x 36" – 2 ^{1 copy} copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) 8 ½" x 11" – ① color copy, (quality suitable for reproduction) 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. Floor Plans	<ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36. Floor Plan Worksheet(s)	<p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Exterior Lighting Site Plan (policy provided)	<ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) <p style="font-size: 1.2em; margin-top: 10px;">if lighting is being included as part of roof deck</p>

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40. Drainage Report See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	41. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets Digital - ① copy (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	42. Final Basis of Design Report for Water See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> Email (see handout submittal instructions) CD/DVD 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	43. Final Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> Email (see handout submittal instructions) CD/DVD 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> • Email (see handout instructions) • 8-1/2" x 11" - ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	45. Native Plant Submittal <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <ul style="list-style-type: none"> • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	46. Other Plans and Report Requirements <ul style="list-style-type: none"> • Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc) • 24" x 36" – ① copy, <u>folded</u>. (Plans and graphics) • 8-1/2" x 11" - ③ copies of any report
<input type="checkbox"/>	<input type="checkbox"/>	47. Other: <hr/> <hr/> <hr/>


PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>100-PA-11</u>.
<input type="checkbox"/>	<input type="checkbox"/>	49. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	50. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Conditional Use Permit Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>51. Other: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/>	<p>52. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Greg Blumenberg</u> Phone Number: <u>480-312-4306</u></p> <p>Coordinator email: <u>gblumenberg@scottsdaleaz.gov</u> Date: _____</p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application needs a: <input type="checkbox"/> New Project Number, or <u>61-WP-47 # 4</u></p> <p style="margin-left: 150px;"><input checked="" type="checkbox"/> A New Phase to an old Project Number: <u>17-WP-12 # 3</u></p> <p>Required Notice</p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:</p> <p>http://www.scottsdaleaz.gov/planning-development/forms</p> <p>Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>	

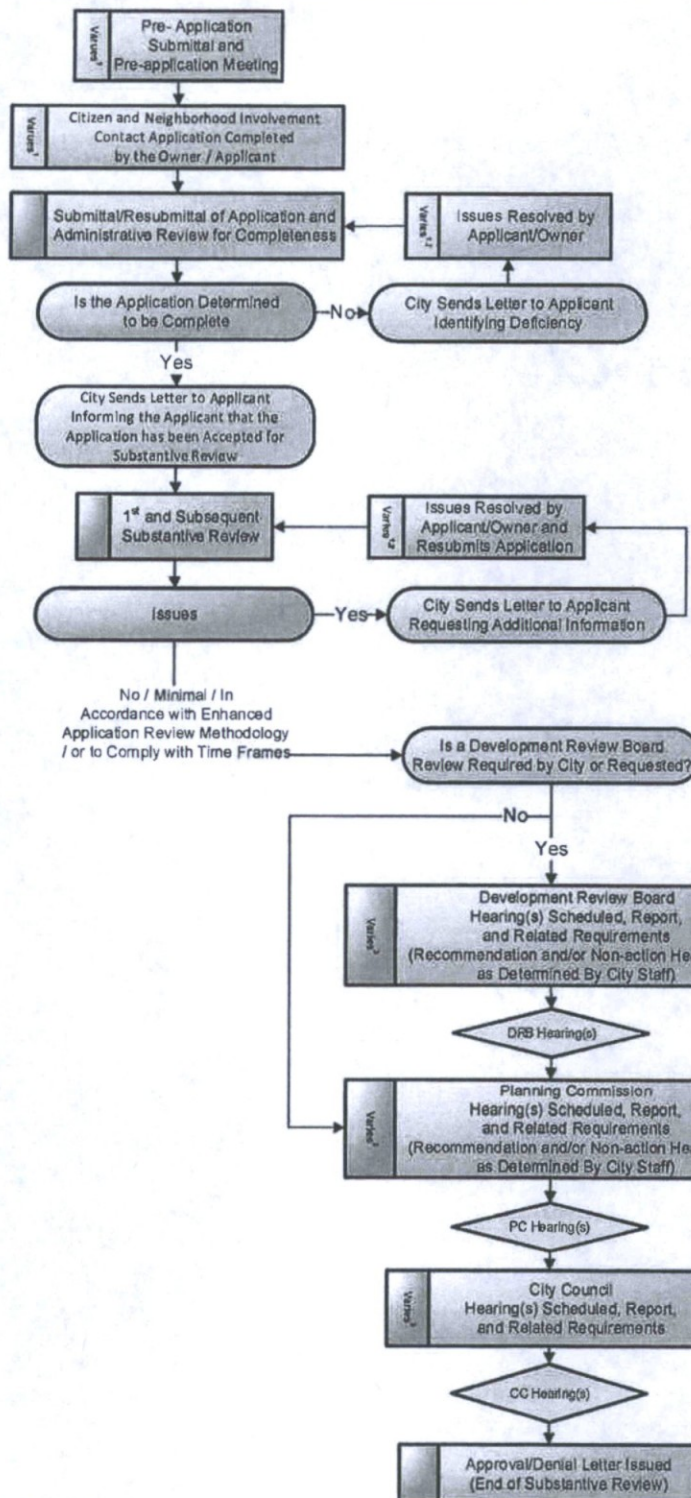
Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days; Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	Letter Issued

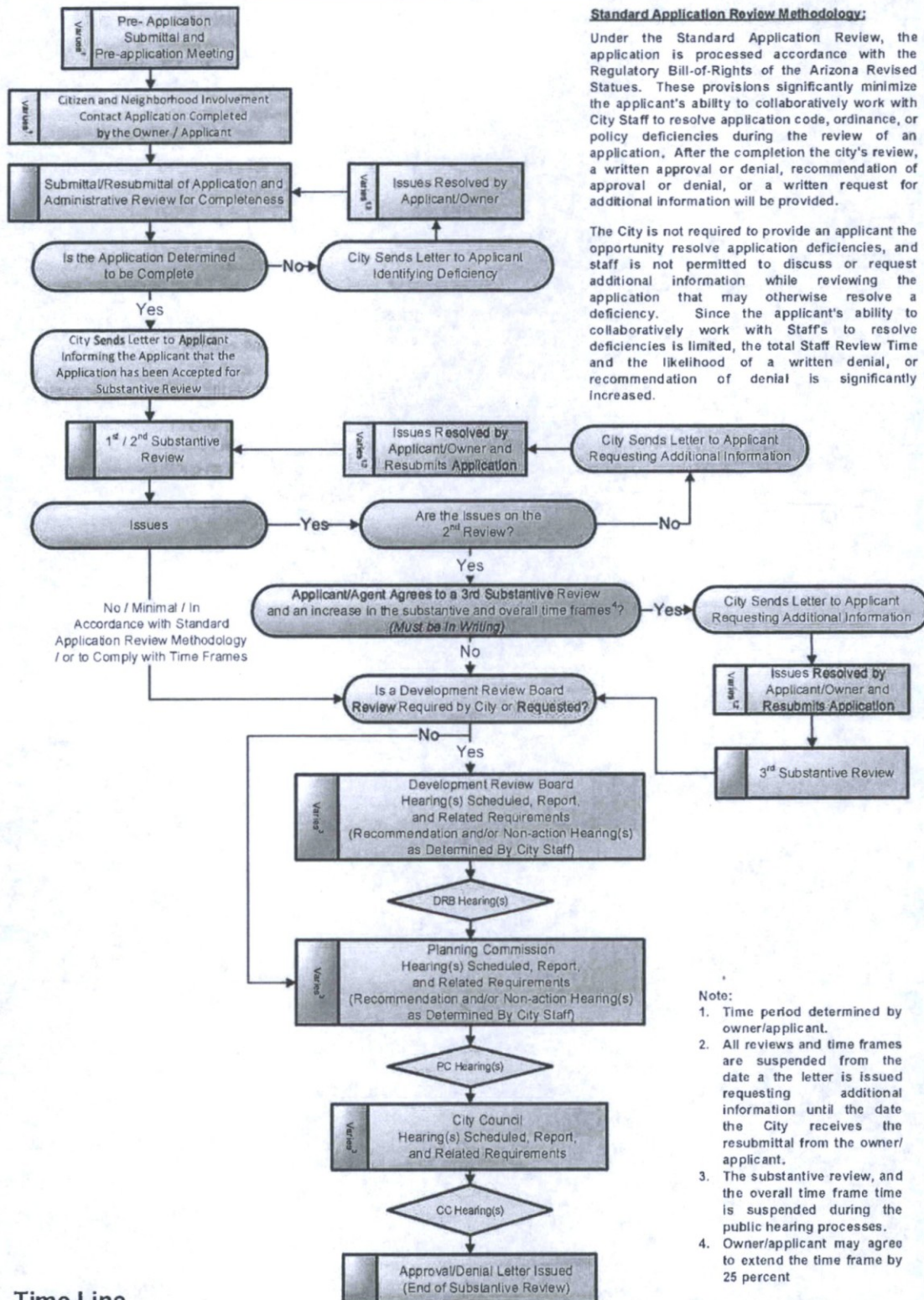
Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



- Note:**
1. Time period determined by owner/applicant.
 2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
 3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
 4. Owner/applicant may agree to extend the time frame by 25 percent

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

☒ Step 1: Complete Neighborhood Involvement Outreach

☐ Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

☒ Complete Standard Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names, phone numbers, and email addresses

Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



☒ **Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

☒ **Step 3: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)**

City will provide other public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements

Development Application



Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input checked="" type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: Bottled Blonde Scottsdale Rooftop

Property's Address: 7340 E Indian Plaza, Scottsdale AZ 85251

Property's Current Zoning District Designation:

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner: Les Corieri

Agent/Applicant: John Mocarski

Company: EEG LLC

Company: LGE Design Build

Address: 7340 E. Indian Plaza

Address: 740 North 52nd Street

Phone: 480-370-1112

Fax:

Phone: 480-966-4001

Fax:

E-mail: Les@eegaz.com

E-mail: Johnm@lgedesigngroup.com

Designer:

Engineer:

Company:

Company:

Address:

Address:

Phone:

Fax:

Phone:

Fax:

E-mail:

E-mail:

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.



Enhanced Application Review:

I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.



Standard Application Review:

I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • www

Page 1 of 3

17-UP-2012#4 & 61-UP-
1997#5
04/04/2019

017

Development Application

Review Methodologies



Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • www.scottsdaleaz.gov

Development Application

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • www.scottsdaleaz.gov

Date: 04/01/2019
Project: Bottled Blonde Rooftop Addition
RE: Conditional Use Permit Submittal Narrative

The attached submission is for an addition to Bottled Blonde Scottsdale, currently located on 3740 E Indian Plaza Scottsdale, AZ 85251. Bottled Blonde Rooftop has been an established business which initiated the initial revitalization of the neighborhood. The addition is approximately 1,900 square feet of outdoor space above the existing bar exterior patio foot print. The overall aesthetics are to match the existing features of the current bar. Existing hardscape will not be altered.

Sec. 1.403 (C.1.) C.1 Bars, Cocktail Lounges, And/Or After-Hours Establishments.

1. The use shall not disrupt existing balance of daytime and nighttime uses.

Response: The uses is not changing the existing uses of the property there for shall not effect the existing balance of daytime and nighttime uses.

2. The use shall not disrupt pedestrian-oriented daytime activities.

Response: The pedestrian-oriented daytime activities shall remain unchanged 14'-0" clear at the sidewalk has been provided.

3. If the site is located within the downtown overlay district D-O then:

- a. The use shall not encourage displacement of daytime retail uses unless it can be demonstrated that the proposed use shall promote diversity of first floor uses along the street.

Response: The proposed addition shall not effect surrounding daytime retail since its hour of operations are from 3pm-2am Monday through Friday and 11am – 2am on sat and Sunday.

- b. The required parking for the use shall be within six hundred (600) feet of the property and shall not be separated from the property by a major or minor arterial street.

Response: The required parking spaces have been purchased through an assurance to city for remote parking agreement. See attached assurance to the city agreement dated 03/20/2019

4. If the use is located within five hundred (500) feet of a residential use or district then:

- a. The use shall not adversely impact residential uses.

Response: The existing use has not changed and complies with this requirement.

b. The use shall provide methods of buffering residential uses.

Response: The directionality of light and sound is to the commercial uses across the street away from the closest residential area.

5. An active management and security plan shall be created, approved, implemented, maintained, and enforced for the business.

Response: A security plan has been included with our CUP submittal.

6. The property owner shall create a written exterior refuse control plan for approval by the City.

Response: The exterior refuse is remaining as is, no changes to this area.

7. The property owner shall demonstrate how noise and light generated by the use shall be mitigated.

Response: This is a current use that is being expanded. The light and sound being generated by this location is directed away from the nearest residential area. A photometric plan has been submitted with our CUP.

8. The use shall conform to the parking requirements of Article IX and shall not exceed capacity for traffic in the area.

Response: Property shall comply with article IX and shall not exceed the capacity for traffic in the area. See attached assurance to the city agreement dated 03/20/2019

9. After hours establishments must maintain a valid after-hours establishment license.

Response: License shall continue to be maintained to run the addition and existing property.

The addition will not have any live entertainment. No application narrative required.

WHEN RECORDED RETURN TO:

CITY OF SCOTTSDALE
ONE STOP SHOP RECORDS
(_____)

7447 East Indian School Road, Suite 100
Scottsdale, AZ 85251

ASSURANCE TO CITY OF REMOTE PARKING

KNOW ALL BY THESE PRESENTS THAT:

1. Parking Code. The City of Scottsdale ("City") has a parking code (the "Code") that requires that landowners provide at least a prescribed number of on-site parking spaces, depending on land use and other factors. (See S.R.C. § 9.107, as amended.)

2. Parking Status. Parking Owner and Parking User both warrant and represent to each other and to City that:

2.1 4430 Civic Center, LLC, a(n) _____.

Arizona Limited Liability Company (the "Parking Owner") is the recorded fee title owner of a parcel of real property (the "Parking-Excess Parcel") located at 4430 & 4434 N. Civic Center Plaza in the City of Scottsdale. Parking Owner currently uses the Parking-Excess Parcel for a office parking. A legal description of the Parking-Excess Parcel is attached to this Assurance as **Exhibit "A."**

2.2 Bottled Blonde: 7340, LLC, a(n) _____.

Arizona Limited Liability Company (the "Parking User") is the recorded fee title owner of a parcel of real property (the "Parking-Deficient Parcel") located at 4426 N. Saddlebag Trail in the City of Scottsdale. Parking User currently uses, or proposes to use, the Parking-Deficient Parcel for a restaurant/bar known as "Bottled Blonde". A legal description of the Parking-Deficient Parcel is attached to this Assurance as **Exhibit "B."**

2.3 The Parking-Deficient Parcel would need more parking spaces during the hours of 6:00 pm through 4:00 am on Monday through Sunday of each week (the "Applicable Hours") than it has on-site in order to meet the Code parking requirements for the Parking-Deficient Parcel.

2.4 Parking User desires to cure the parking shortage on the Parking-Deficient Parcel during the Applicable Hours by borrowing parking spaces on the Parking-Excess Parcel.

2.5 The Parking-Excess Parcel has enough extra permanent, physical, legal, on-site parking spaces during the Applicable Hours to meet its own Code parking requirements for the Parking-Excess Parcel and to cure the parking shortage on the Parking-Deficient Parcel by loaning the borrowed parking spaces to the Parking-Deficient Parcel. None of the borrowed parking spaces is currently being used during the Applicable Hours to satisfy Code parking requirements for the Parking-Excess Parcel or any other parcel.

2.6 Parking Owner has agreed to make the borrowed parking spaces available to the Parking-Deficient Parcel during the Applicable Hours.

2.7 Parking Owner shall not use the Parking-Excess Parcel in a way that would require use of the borrowed spaces during the Applicable Hours.

2.8 Parking Owner and Parking User have entered into a agreement (such as a lease or an easement) (the "Parking Agreement") that gives Parking User a real property interest to use the borrowed parking spaces on the Parking-Excess Parcel during the Applicable Hours. The Parking Agreement allows Parking User and other occupants of the Parking-Deficient Parcel to park automobiles on the Parking-Excess Parcel during the Applicable Hours. The Parking Agreement has a term of five (5) years (in no event less than 5 years) after the date this Assurance is recorded. The number of borrowed parking spaces covered by the Parking Agreement and by this document is twelve (12) parking spaces.

2.9 Parking Owner and Parking User shall have the right to amend, terminate and otherwise enforce their rights under the Parking Agreement, but any loss or reduction of Parking User's rights to use the borrowed parking spaces on the Parking-Excess Parcel during the Applicable Hours (such as expiration, amendment, or termination of the Parking Agreement for any reason) shall not be effective until 90 days after City receives from Parking Owner or Parking User a written notice of the loss or reduction. The notice must give the date, recording date, and recording number of this Assurance. The notice must be delivered by US Mail (return receipt requested) addressed to Zoning Administrator, City of Scottsdale, 7447 East Indian School Road, Scottsdale, AZ 85251.

3. Code Compliance. For purposes of the parking Code, during the term of the Parking Agreement, Parking Owner and Parking User request that City allocate the borrowed parking spaces on the Parking-Excess Parcel covered by the Parking Agreement as follows:

3.1 The borrowed parking spaces do not count toward Code parking requirements for the Parking-Excess Parcel during the Applicable Hours. The Parking-Excess Parcel must always have adequate Code parking without counting the borrowed parking spaces during the Applicable Hours.

3.2 The borrowed parking spaces do count toward Code parking requirements for the Parking-Deficient Parcel during the Applicable Hours. But, they do not count until this Assurance is executed and notarized by Parking Owner and Parking User (and by the other interested persons as set out herein), signed by City, and recorded in the Maricopa County recorder's office.

3.3 If the Parking Agreement ever terminates, or the Parking-Deficient Parcel is ever unable to use the borrowed parking spaces during the Applicable Hours for any reason, then the parking spaces will no longer count toward Code parking requirements for the Parking-Deficient Parcel. If that happens, then Parking User promises City that Parking User will immediately reduce the activities and uses of the Parking-Deficient Parcel (and completely stop all use of the Parking-Deficient Parcel, if necessary), or provide other parking that satisfies the Code, so that the Parking-Deficient Parcel always has enough Code required parking.

4. Maintenance requirements. Parking Owner shall maintain the borrowed parking spaces in accordance with the Chapter 18 Public Nuisance and Property Maintenance and the Appendix B – Basic Zoning Ordinance of the Scottsdale Revised Code.

5. City's Right to Enforce. City has no duties or obligations under this Assurance or the Parking Agreement. Parking Owner and Parking User may have other rights against each other under the Parking Agreement, but, with respect to City, this Notice controls any conflict with the Parking Agreement. City is entitled to rely on this Assurance without regard to the terms of the Parking Agreement. This document runs with the land on the Parking-Excess Parcel and the Parking-Deficient Parcel. No changes to this form are valid unless the City Attorney signs this document approving the changes.

IN WITNESS WHEREOF, Parking User and Parking Owner have executed this Assurance on behalf of themselves and their successors and assigns this _____ day of March 20, 2019.

PARKING USER: Bottled Blonde : 7340, LLC



By : Les Corieri

Its: Managing Member

PARKING OWNER: 4430 Civic Center, LLC

By : 

Its: Managing Member

APPROVAL BY CITY:

City hereby approves the parking allocation stated in this Assurance to City of Remote Parking, such allocation to be effective until such allocation no longer satisfies the Code.

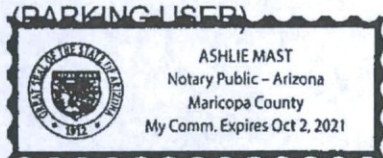
NAME: _____

TITLE: Zoning Administrator

DATE: _____, _____

STATE OF ARIZONA)
) ss.
County of Maricopa)

The foregoing instrument was acknowledged before me this 21 day of March, 2019, by Les Corvelli, the Managing Mbr of 7340 LLC dba Bottled Blonde, a(n) Arizona limited liability company
(PARKING USER)



My Commission Expires:

10/02/2021

Ashlie Mast
Notary Public

STATE OF ARIZONA)
) ss.
County of Maricopa)

The foregoing instrument was acknowledged before me this 21st day of March, 2019, by Jonathan Rosenberg, the Managing Member of 4430 Civic Center, LLC, a(n) Arizona limited liability company
(PARKING OWNER).

My Commission Expires:

4/4/21

Darlene Ahearn
Notary Public

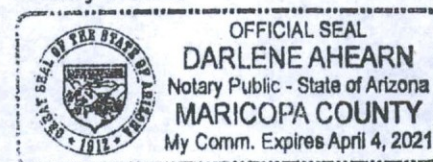


Table of Exhibits

- A Legal description for parcel supplying the parking spaces.
- B Legal description for parcel borrowing the parking spaces.

Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: 7340 E. Indian Plaza
- b. County Tax Assessor's Parcel Number: 173-41-154, 173-41-155, 173-41-156, 173-41-157
- c. General Location: E Indian Plaza between Saddlebag Trail and Buckboard Trail
- d. Parcel Size: 25,409 S.F.
- e. Legal Description: lot 1 of "minor subdivision plat of lots 38-41 and 54-57 of camelback park plaza"
(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)

LES CARIER

Date

3-11, 2019
_____, 20____
_____, 20____
_____, 20____

Signature

[Signature]

Planning and Development Services

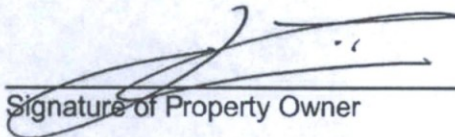
7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

**Owner Certification
Acknowledging Receipt
Of
Notice Of Right To Appeal
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

(address where development approval, building permits, or city required improvements and dedications are being required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Scottsdale as part of my property development on the parcel listed in the above address.



Signature of Property Owner

3-11-19

Date

**17-UP-2012#4 & 61-UP-
1997#5
04/04/2019**